

PACKET
Information Technology Committee Meeting
Tuesday, September 1, 2020 – 5:30 p.m.
Administration Building | 1st Floor | Room# 1H & 1I
127 East Oak Street, Juneau, Wisconsin 53039

MINUTES
Information Technology
Tuesday, August 4, 2020

Minutes of the August 4, 2020 Information Technology meeting held in the Dodge County Administration Building, in Room# 1I & 1H First Floor in the Dodge County Administration Building, 127 E. Oak Street, Juneau, WI at 5:30 PM

Meeting called to order at 5:33 p.m. by Committee Chair Guckenberger

Roll Call:

Members Present: David Guckenberger (*in-person*), Kevin Burnett (*in-person*), Tim Kemmel (*in-person*), Robert Boelk (*phone*).

Members Absent /Excused: Donna Maly

Also Present: James Mielke – County Administrator (*in-person*),
Justin Reynolds – County IT Director (*in-person*)

Public Comment: None

Previous Committee Meeting Minutes: Motion by Kemmel, 2nd by Burnett to approve the minutes of the July 7th, 2020 Committee meeting. All in favor, motion carried.

Meeting Per Diem(s): None

Department Continuous Improvement & Recognition:

Recognition(s):

Guckenberger inquired regarding IT Department recognitions. Reynolds shared the IT Department's appreciate of Human Resources and Clearview leadership and staff for their continued progress to enhance system configuration and data analytics. Reynolds also shared his appreciation toward the IT Departments' progress and completion of the 2020 Computer Infrastructure and Computer Refresh Project(s).

Update on FCC COVID-19 Telehealth Funding Program & USAC Rural HealthCare Funding Program

Reynolds shared Dodge County Human Services and Clearview are eligible for USAC Rural Health Care Funding Program, and IT will monitor the application window to apply for future funding year programs, which the funding application windows opens in the winter/spring with the funding years July to June.

Update: on Wisconsin Election Commission Help America Vote Act ("HAVA") Grant – Election Security

Reynolds discussed the Dodge Co. County Clerk's Election Security Grant Application, estimated budget submitted, and the IT Department's Request for Quotations. Reynolds discussed the Dodge Co. IT limited involvement in regards to the federally certified third-party provided electronic voting system solution. With the Election Security Grant opportunity, Reynolds shared the County Clerk has and will enhance the physical security of voting systems, and will work with the third-party provider to enhance the network security. The IT Department is looking into infrastructure assessments, tests, and proactive protection solutions that will enhance the County's overall Technology security posture. Mielke/Reynolds discussed the target timing of the assessments will be accomplished before the November elections, and the remediation needed will also before, during, and after the November elections.

Review, Consider, Discuss, Take Action: on IT COVID-19 purchases for Wisconsin Routes to Recovery Funding

Reynolds shared the preliminary DRAFT inventory list of County conference rooms being considered for "virtual communication enhancements". Reynolds shared the IT Department is considering the preliminary list of conference rooms to receive a LCD television display, speaker phone, video conferencing camera, and computer with necessary peripherals. Reynolds shared the video and audio conferencing systems would promote conferencing and social distancing with internal and external parties. Boelk inquired regarding the use cases and life expediency of the equipment. Reynolds shared the list is very preliminary, and IT will meet with the County Department leaders to determine an appropriate needs assessment to support operations, which IT expects the list to be reduced for the initial order. Reynolds shared the proposed equipment is a television, speaker phone, video conferencing camera, and a computer that Dodge Co. IT will order, configure, maintain, and support. Reynolds shared Dodge Co. IT will monitor the equipment use and reliability for a balanced approach to support operations. Mielke shared an update and timing of the Routes to Recovery Funding. No action taken.

Information Technology Strategic Action Steps:

Update on IT Budget Report – July 2020

Reynolds provided an executive one-page (Jan. to July) year-to-date available IT budget report from the new ERP Financial system, which showcased the IT Budget to be within target and expenditures for the time period

Review, Consider, Discuss, Recommend: IT 2021 Budget Proposal

Reynolds shared the initial DRAFT IT 2021 Budget Proposal, and shared an executive high level preliminary summary. No action taken.

Information Technology Project Status Report:

Update on ERP Project

Reynolds shared the ERP Project is in the final project stages. Reynolds shared the ERP Project Budget is projected the same as previously reported, and expected to be closed out around fourth (4th) quarter 2020.

Update on Communications Services Project

Reynolds shared the IT Department is collaborating with the Highway Committee to assist with a Highway County-wide Citizen online survey. Reynolds also shared the IT Communication Team in collaboration with the Web Governance Team is working on the Intranet & Policy Page and also the Website Refresh Project. Reynolds shared the initial design and color scheme.

Update on Technical/Electronic Services Project

Reynolds shared the Technical Services deployment of the 2020 Computer Refresh is approximately 90% completed, and Electronic Services is working on the final deployment details for the Highway Reeseville Shop.

Update on Data Information System Projects

Reynolds shared the Human Resources Benefits Enrollment Portal, v8.1 Schedule, and the AS400 “discovery” projects are in progress, currently in the initial phases, and the projects are on target for fall 2020. Reynolds shared the AS400 data migration considerations based on data, retention, and costs analysis.

Update on Network Infrastructure Projects

Reynolds shared the 2020 Network Infrastructure Refresh has been majority completed with some final non-disruptive adjustments. Reynolds shared his appreciation with the progress and accomplishments.

Review IT Department Projects Executive Summary

Reynolds provided a high level executive summary of the IT Department’s Projects Roadmap and Requests, and recent “completed” projects and goals.

Review IT Contracts and Agreements Summary

Reynolds provided a summary list of the current IT Contracts and Agreement in review, discussion, and pending approval. The list included Internet/voice services, phone console software agreement, recycling services agreement, notification system, battery replacements, and video conferencing solution agreement. Reynolds shared his appreciation for Corporation Counsel’s assistance with the Infrastructure statement of work, Internet filtering, copier contracts, and website refresh project.

Future Agenda Items:

IT 2021 Budget Proposal and Initiatives

Next Meeting Date:

Tuesday, Sept. 1st 2020 at 5:30 p.m. – 1st Floor Multipurpose Room#1H & 1I Auditorium
IT Committee Meetings scheduled – 1st Tuesday of each month @ 5:30pm

Adjournment:

Motion by Kemmel, 2nd by Boelk to adjourn the meeting at 6:33 p.m. All in favor, motion carried.

David Guckenberger, Chair

Sept 1, 2020
Date

Tim Kemmel, Secretary

Sept 1, 2020
Date

PACKET
Information Technology Committee Meeting
Tuesday, September 1, 2020 – 5:30 p.m.
Administration Building | 1st Floor | Room# 1A
127 East Oak Street, Juneau, Wisconsin 53039

Department Continuous Improvement & Recognition

- **Update:** Center for Digital Government 2020 Digital Counties Survey
- **Recognition:** Human Resources Informational Presentation Video Recording

Information Technology Procurement Committee Approval Requests

- **Approval:** for Purchase VoIP Voice Gateway for County Phone Service
 - *VoIP Voice Gateway* = \$12,262
 - *Three Year Maintenance* = \$11,230
 - *TOTAL* = \$23,492
- **Review, Discuss, Take Action:** on Virtual Communication Enhancements Conference Rooms (*Routes to Recovery*)
 - COVID-19 RELATED PURCHASES
 - *Promote Video/Audio Conferencing & Social Distancing with Internal & External Parties*
 - *Assists with limiting travel, and enhances training/collaboration facilities*
 - *Provides small group access to larger virtual meetings (telecommute)*
 - *HWY – also provides digital display communication*
 - *Integrates with MS Teams, Phone System, Computers*
 - EQUIPMENT COMPONENTS
 - *Television Display*
 - *Meeting Room Speaker Phone*
 - *Meeting Room Web Camera w/ Microphone*
 - *Meeting Room Computer*
 - ROUTES TO RECOVERY – 3.14 CATEGORY
 - *Expenditures to enable public employees to perform work duties from home*
 - *Including: additional licensing costs, subscriptions, or fees; device purchases or leases; IT contractor costs; and other unbudgeted expenditures that were necessarily incurred to accommodate telework by public employees during the public health emergency.*
 - *Non-budgeted expenses*
 - LOCATIONS
 - *Meetings Rooms: Auditorium North, County Board Room*
 - *Conference Rooms: IT, LRP, Finance, Corporation Counsel, Courthouse, Clearview*
 - *Portable Carts: Human Services, Sheriff's Office (EOC)*
 - *Highway: Office Building & Remote Highway Shops*

- **Review, Discuss, Take Action:** on NIST Cyber Resilience & Risk Assessment (*Election Security Grant*)
 - <https://www.cisa.gov/cyber-resource-hub>
 - *CISA-DHS Cyber Resilience Review (NIST)*
 - *Risk & Vulnerability Assessment Questionnaire*
 - *External Dependencies Management Assessment Questionnaire*
 - *Cyber Infrastructure Survey*
- **Review, Discuss, Take Action:** on IT Audit – Cybersecurity Tech Assessment Services (*Election Security Grant*)
 - *Dodge County has been awarded \$56,317.70 (the lessor of the approved requested amount or a base subgrant of \$35,000 plus \$0.30 per voting-age population, based on the 2019 voting age population estimated by the DOA Wisconsin Demographic Services Center) under the County Election Security Subgrant, issued by the Wisconsin Elections Commission.*
 - *Cybersecurity Request for Quotation/Proposals for the Election Security Grant*
 - *External Penetration Testing*
 - *Internal Vulnerability Scanning*
 - *Wireless Network Testing*
 - *CIS NIST Risk Assessment (depending on CISA-DHS availability)*
- **Approval:** to submit funding requests for USAC Rural Health Care Program Funding Year 2021
 - <https://www.usac.org/rural-health-care/>
 - Clearview Internet Service – FY2021 (July 2021 – June 2022)
 - Human Services – FY2021 Network Switch Replacements

Rural Health Care Program: **Funding Year 2021**



Information Technology Strategic Action Steps

- **Update:** on IT Budget YTD Availability Report – July 2020
- **Review, Discuss, Take Action:** IT Sept. 2020 Project Portfolio Roadmap
- **Review, Discuss, Take Action:** IT Sept. 2020 Contracts and Agreements for Legal Review
 - *HS 2020 Phone Console Software Annual Agreement*
 - *IT 2020 Recycling Services Agreement*
 - *IT 2020 Auto Appointment Notification System Agreement (HS & CS)*
 - *IT 2020 UPS Battery Replacements*
 - *IT 2020 Video Conferencing Solution Agreement*
 - *IT 2020 AS400 Hardware Warranty Agreement*
 - *IT 2020 Cyber Security Assessment(s) – Election Security*
 - *IT 2020 36-month Internet & Voice Service Contract – COMPLETED*
- **Review, Discuss, Take Action:** IT 2021 Budget Proposal
 - *Tyler MUNIS Budget Entry Submission Overview*
 - *IT 2021 Budget Entry Submission Details*
- **Discussion:** County Board Meetings Recording – Executive Committee

Information Technology Projects Status Reports

- Update on ERP Project
 - FINAL - Milestone 2.5 – ERP Acceptance of Live Preparation Readiness – TBD Aug.2020
 - Budget Submissions Progress & Update
 - ERP Project Budget Balance
 - Projected to be \$300,000 under budget
- Update on Communications Services Projects
 - *Highway Survey*
 - *Intranet Page & Policy Page*
 - *Website Refresh Project – Conceptual DRAFT Design*
- Update on Data Information Systems Projects
 - Human Resources – 8.1 Upgrades (flash end-of-life 12/2020) – target May-Oct – IN-PROGRESS
 - Version 8.1 upgrade – project update
 - a. **Testing is going well.** Over 50% of testing has completed successfully.
 - b. Testing deadline is Friday, September 4.
 - **Manager training** are scheduled on September 1 (10-11:30am) and September 10 (9-10:30am).
 - **Go live** – planned for the week of September 14
 - **Black out period** – up to 36 hours starting the evening of Wednesday, September 16
 - a. No access to system during black out period.
 - b. Terminals will be available but not use of Smartviews (Time off requests, Activities).
 - c. Communication will be send out to all employees.
 - Human Resources – Employee Self Enrollment Benefits Portal – target Jun. – IN-PROGRESS
 - Land Resources & Parks, Land Water Conservation – Digital Permitting – DISCOVERY
 - AS400 Data Migration – DISCOVERY & Extending Hardware Warranty
 - The tentative phases discussed are:
 1. *Discovery – IN-PROGRESS*
 2. *Sample Data*
 3. *Legal Review*
 4. *Define Scope of Work*
 5. *Prioritize by Department & Data (Finance, Human Resources, Highway, Clearview, LRP)*
 6. *Copy & Verify Data (main focus)*
 7. *Consider future data exporting & reporting capabilities (as-needed)*
- Update on Network Infrastructure Projects
 - 2020 DR-Storage Refresh Project – STAGED – MOVE TO DR-SITE
 - 2020 DR-Recovery Project – target Sept. Completion
 - DR-Site Internet & Voice Upgrade – REQUEST FOR APPROVAL
 - Reeseville Internet Connection – target mid-Sept. Completion
 - Email Migration Project – ON-GOING
 - MFA Pilot – DISCOVERY
 - External DNS – DISCOVERY
 - Cyber Assessments – REQUEST FOR APPROVAL

CONSIDER: Future Agenda Items

Next Committee Meeting Tentative Dates:

Tuesday Oct. 6th, 2020

Location: Room# 1H & 1I, First Floor, in the Dodge Co. Admin. Building 127 E. Oak St. Juneau, WI.

IT Committee Meetings schedule – 1st Tuesday of each month @ 5:30pm